

**TAB**

NFAC NOTICE  
No. 20-25

NFAC N 20-25  
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## NATIONAL FOREIGN ASSESSMENT CENTER CAREER SERVICE SYSTEM

Rescission: NFAC N 1-3, dated 13 March 1978

The purpose of this notice is to introduce certain changes in the personnel management system of the National Foreign Assessment Center which are intended to broaden career opportunities and promote greater flexibility in the use of Center personnel.

### A. Career Designators

All employees of the National Foreign Assessment Center (NFAC) are members of the NFAC Career Service and carry the "I" career designation. For administrative purposes sub-designators may be used to identify the component Career Service Panel responsible for certain aspects of personnel management as specified in this notice.

### B. NFAC Career Service Board

#### 1. Membership

The NFAC Career Service Board is composed of the following:

Chairman - Associate Director for Management

Vice-Chairman - NFAC Executive Officer

#### Members

Director, Office of Central Reference

Director, Office of Economic Research

Director, Office of Geographic and  
Cartographic Research

Director, Office of Imagery Analysis

Director, Office of Regional and  
Political Analysis

Director, Office of Scientific  
Intelligence  
Director, Office of Strategic Research  
Director, Office of Weapons Intelligence  
Director, CIA Operations Center  
Chief, COMIREX  
Chief, Current Reporting Group  
Chief, Publications and Presentations Group  
Chief, Requirements and Evaluation Staff  
Representative, National Intelligence Officers

Secretary - Chief, NFAC Administrative Staff

2. Functions

Members of the Board will advise the Chairman on the following as appropriate:

Formulation of Center personnel policies.  
Review of NFAC Personnel Handbook annually.  
Ranking of supergrades for potential annually.  
Ranking of GS-15s for potential and promotion annually in June and review of promotion rankings in December.  
Review of recommendations of the NFAC Assignments Panel.  
Review of sensitive personnel matters where action by NFAC is indicated or is requested by a member of the Career Service Board.  
Review of recommendations of the NFAC GS-14 Ranking and Promotion Panel.  
Review of recommendations of the Performance Review Panel.

C. NFAC Assignments Panel

1. Membership

Chairman - To be appointed by the Chairman, NFAC Career Service Board, from the Career Service Board membership.

Permanent Member - NFAC Career Development Officer.

Ad Hoc Members - The panel chairman will designate the components to be represented at each meeting as matters before the panel dictate.

Designated members must include representatives from the component of assignment, specialty or others having responsible interest. Other components, not so designated, may be represented at their initiative.

Secretary - Personnel Officer assigned to NFAC  
Administrative Staff.

2. Functions

Recommend to Chairman, NFAC Career Service Board, candidates for NFAC Representative and other overseas positions from those nominated by component heads.

Recommend to Chairman, NFAC Career Service Board, personnel for inter- and intra-Directorate rotational assignments of one year or more from vacancy notice applicants or those nominated by component heads. This is not intended to discourage or preclude bilateral arrangements for rotations to meet specific needs of offices.

Recommend to Chairman, NFAC Career Service Board, the approval of personnel for extended training and for other training when a quota is levied on the NFAC.

Consider and make recommendations to Chairman, NFAC Career Service Board, for the assignment of personnel returning from rotational assignments or extended training of one year or longer, excluding bilateral arrangements (above).

3. Responsibilities of NFAC Career Development Officer

When the Assignments Panel sits to consider candidates for rotational assignments or training, the NFAC Career Development Officer will brief the members on the qualifications of each candidate. The Career Development Officer is also responsible for contacting personnel on rotational assignments nine months before their scheduled return to notify them of pending consideration by the Assignments Panel for future assignment. Before Panel consideration, the Career Development Officer will solicit the returnee's views on future assignment and will discuss possibilities of assignment with the returnee's parent office as well as others. Results of this process will be presented to the Panel for its consideration.

D. NFAC GS-14 Ranking and Promotion Panel

1. Membership

Chairman - Appointed by Chairman, NFAC Career Service Board, from the membership of the Career Service Board.

Members - A representative of each member of the Career Service Board.

2. Functions

Review component ranking of all GS-14 officers and prepare an NFAC-wide ranking in July/August for potential and promotion, and review the promotion rankings in January.

Review the office nominations for promotion of GS-14 officers and make recommendations to the Chairman, NFAC Career Service Board, in July and January.

E. Component Career Panels

Component Career Panels will rank for promotion and overall performance/potential all professional and technical employees GS-07 through GS-15, including those officers on detail to other components, excluding personnel in the AOP during their year of training and the first year following their conversion to professional status. The rankings for employees at grades GS-07 through GS-13 must be done annually and forwarded to the Secretary, NFAC Career Service Board. Rankings will be reviewed in six months prior to the semi-annual promotion date. The rankings of GS-14s and GS-15s will be done in accordance with Sections B and D of this notice.

Each component will issue an annual announcement concerning the functions, rules and guidelines followed by its Career Panel. Panels will be guided by the criteria and policies described in the NFAC Personnel Handbook.

F. Performance Review Panel

The functions of the Performance Review Panel are contained in NFAC N 20-30.

Associate Director-Management  
National Foreign Assessment Center

Distribution "B" (All Employees)

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